



NASA Procedural Requirements

NPR 3800.1

Effective Date: May 16, 2005

Expiration Date: May 16,
2010**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Employee Benefits

Responsible Office: Office of Human Capital Management

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Chapter 6. Operation of NASA Child Care Programs

6.1. References

- 6.1.1. 42 U.S.C. 13041, Child Care Worker Employee Background Checks.
- 6.1.2. 5 CFR Part 792, Federal Employees' Health and Counseling Programs.
- 6.1.3. NPD 3000.1A, Management of Human Resources.

6.2. Responsibility

The establishment and operation of a child care program at NASA Centers is voluntary. The NASA Center Directors are responsible for the following for their respective Centers in accordance with the appropriate references:

6.2.1. Facility, Safety, and Security Policies:

- a. Ensuring that all existing and newly-hired child care providers undergo FBI criminal history background checks
- b. Ensuring that child care facilities develop, maintain, and enforce security and safety policies.
- c. Develop procedures to ensure that child care facility doors are kept locked during business hours and that play area gates are locked.
- d. Develop access controls to the child care facility to ensure that only authorized persons are allowed access.
- e. Ensure that direct "line of sight" is maintained within child care facilities, i.e., no furniture and/or equipment may obstruct the children's visibility from child care workers.

6.2.2. Subsidized Child Care Programs:

- a. Using only appropriated funds for child care costs for lower income employees within approved budgets
 - b. Ensuring that child care subsidy recipients are civil service employees.
 - c. Ensuring that subsidy payments are made directly to licensed child care providers.
 - d. Ensuring that child care subsidies are need-based in accordance with total family income (TFI).
 - e. Determining lower income eligibility.
1. TFI should not normally exceed the locality General Schedule pay rate of GS-7, step 10, for a single working parent or GS-11, step 10, for combined TFI.
 2. Exceptions may be made for special circumstances such as an unusually large number of dependents.
 3. Tuition assistance subsidy should not normally exceed 30 percent of total child care tuition that a family is expected to pay.
 4. Exceptions may be made for employees who are experiencing special/catastrophic circumstances (e.g., death

of spouse, concurrent child care and elder care expenses).

6.3. Participation

6.3.1. Centers are not required to participate in the subsidy program. The decision to participate is left to the discretion of the Center.

6.3.2. If a Center chooses to participate in the subsidy program, notification must be made to the Office of Human Capital Management.

6.4. Definition of Child

For the purposes of the subsidy program, a child is considered to be from birth through age 13 and disabled children through age 18 and may include a biological child who lives with the Federal employee; an adopted child; a stepchild; a foster child; a child for whom a judicial determination of support has been obtained; or a child to whose support the Federal employee who is a parent or legal guardian makes regular and substantial contributions.

6.5. Independent Financial Manager

Centers have the option to use an independent financial manager for facilitating administrative processes related to subsidy program operations.

6.6. Special Restrictions or Requirements on Use of Funds

Centers may choose to place restrictions on the use of child care subsidy funds in a number of ways including, but not limited to: (1) subsidize Federal employees using family child care homes; (2) subsidize Federal employees using on-site child care centers; (3) subsidize Federal families using community, non-Federal child care centers; or (4) restrict the use of such subsidies to one or more locations.

6.7. Reporting Requirements

Each Center must forward an annual subsidy report to the Office of Human Capital Management for consolidation and forwarding to OPM. Based on the NASA Records Retention Schedule, these reports are to be destroyed when they are 2 years old.

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